

# Cascade County

## Job Vacancy Announcement

Position: Medical Assistant	Closing Date: May 25, 2012
Dept.: Community Health Care Center	Dept. Adm.: Russell Klinkenberg
Type of Position: Full-time 8 to 5 M-F	Salary: \$12.13 per hour
	Must join MPEA Union
Applications available at Cascade County Human Resource Department, <a href="http://www.cascadecountymt.gov">www.cascadecountymt.gov</a> or Job Service All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.	

### DESCRIPTION OF POSITION

Assists medical providers in maintaining a very busy patient scheduling system. This assistance can present in various forms to include scheduling patients ensuring ample time for the provider to address their particular concern per established procedures; maintains scheduling systems for medical/dental patients (i.e. new patient registration, patient check-in/out, updating patient master files, etc.); maintains comprehensive medical records; receives/returns/routes patient phone calls appropriately. Coordinates patient flow to assure patients are seen in a timely manner; manage patients as indicated – in person, telephonically, or by other means suited to the individual; conducts and records initial health interview (i.e. obtains vital signs, surgical/medical history, assess vaccination records, etc.) and prepares patient for examination by medical provider. Performs basic laboratory procedures under the supervision of the medical director; enters laboratory tests ordered by the medical provider into the computer software program provided by contracted licensed laboratory; distributes test results to providers and assures entry into the patient record. Provides follow up on patient referrals and contacts patient regarding test results and provides follow-up education regarding tests; prepares, administers, and records medications within agency guidelines; assists with material management, stocking work area, inventory, and ordering; maintains clinic work area and equipment including cleaning, sterilization, and quality control. Performs various related work as assigned; follows established medical assisting procedures and agency Blood-borne Pathogen Exposure Control policies and procedures at all times; provides community resources/services, and referral information to patients. Adheres to strict confidentiality under HIPAA Compliance Policies Safeguard confidentiality of all patient information/records according to the CHCC Personnel Policies/Procedures Manual and Federal mandates.

### JOB REQUIREMENTS

**Knowledge and understanding of:** Basic health care and practical medical assistant activities and programs; medical scheduling, and billings/collections; community resources; current medical assistant procedures/techniques; medical/dental terminology; basic principles of teaching and learning; prevention and health promotion/use of health care process; applicable public health laws (PPD/STD) and HIPAA guidelines.

**Skills in:** Use of computer software programs for clinic practice management; standard office software package such as the Microsoft Office suite, including Outlook, Word, Excel, PowerPoint and Publisher; data entry; interpersonal communication/conflict resolution; administering injections; drawing blood; telephone etiquette; use of standard office equipment.

**Ability to:** Communicate effectively orally and in writing with coworkers and the public; establish/maintain effective work relationships; provide ongoing patient education; pay attention accuracy and detail; produce timely records, files and letters; read written material; adhere to strict confidentiality; deal with frequent changes, delays or unexpected events; recognize established work hours; manage difficult or emotional customer situations.

### EDUCATION AND EXPERIENCE REQUIREMENTS

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to graduation from a Certified Medical Assistant program or at least two (2) years' *Medical Assistant* experience. A one (1) year training assignment may be considered if less than two (2) years' *Medical Assistant* experience. Certification not required, but is preferred. Valid Montana Driver's License is required.

*The successful Applicant must serve a 6 month probationary period and may have a criminal background check conducted. The results thereof may disqualify the Applicant from consideration for employment with the County.*

**Notice to Applicants:** Applicants who are claiming Veteran's or Handicap Preference should provide a DD-214 Discharge Document or DPHHS Handicap Certification with their application for employment so that Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER